# Course Syllabus

**[Jump to Today](#)**    | ✎ **Edit** |



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# Contact Information

## Instructor

**[INSERT PICTURE HERE]**

Name: [Type Name Here]
Phone Number: [Type Phone Number Here]
Email (Ivy Tech Email): [Type Email Here]
Office/Campus Location: [Type Location Here-remove this line if none exist]
Office Hours: [Type Office Hours Here-remove this line if none exist]

## Instructor's Supervisor

Name: [Type Name Here]
Phone Number: [Type Phone Number Here]
Email (Ivy Tech Email): [Type Email Here]
Office/Campus Location: [Type Location Here-remove this line if none exist]
Office Hours: [Type Office Hours Here-remove this line if none exist]

## Ivy Tech Technical Support: Help Desk

Phone: 1-888-IVY-LINE (1-888-489-5463), select option 4
Student Help Center: **http://ivytech.edusupportcenter.com**    **(http://ivytech.edusupportcenter.com)**
Submit a Help Ticket: **https://helpdesk.ivytech.edu/SelfService/Create.html**
**(http://helpdesk.ivytech.edu/SelfService/Create.html)**

## Ivy Tech Online Learning Support

Name: [Type Name Here]

Phone Number: [Type Phone Number Here]

Email (Ivy Tech Email): [Type Email Here]

Office/Campus Location: [Type Location Here-remove this line if none exist]

Office Hours: [Type Office Hours Here-remove this line if none exist]

# Step-by-Step Chrome Optimization

- **Chrome: Allow Plug-In Exceptions** **(https://pearsoncommunity.force.com/getsupport/s/article/Chrome-Plug-In-Exceptions)**
- **Chrome: Turn Off Pop-Up Blockers (https://pearsoncommunity.force.com/getsupport/s/article/Chrome-Pop-Up-Blockers)**
- **Chrome: Accept Cookies** **(https://pearsoncommunity.force.com/getsupport/s/article/Chrome-Allow-Cookies)**
- **Delete Cached Files and Cookies** **(https://pearsoncommunity.force.com/getsupport/s/article/Deleting-Browser-Cached-Files-and-Cookies)**

# Disabilities Support Contact

Regional DSS: **http://ivytech.edu/dss/ (http://ivytech.edu/dss/)**

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# Required Text & Materials

Title:  *Algebra & Trigonometry*

Author: Sullivan

Edition: 10th

Publisher: Pearson

ISBN (Textbook and MyMathLab Access Code): 978013426671

ISBN (MyMathLab Access Code): 978032119991

The MyMathLab access code and text book are required

Insert your calculator requirement>> Example:  Scientific or graphing calculator.  No phone/watch/Internet ready device calculators

**Recommendations for Book Ordering (click on this link for more info)**

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# Course Outline of Record

MATH 136, COLLEGE ALGEBRA

COURSE TITLE: College Algebra

COURSE NUMBER: MATH 136

PREREQUISITES: Demonstrated competency through appropriate assessment

or successful completion of MATH 100 Intermediate Algebra


SCHOOL: Liberal Arts and Sciences

PROGRAM: Liberal Arts

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF LAST REVISION: Summer, 2016

EFFECTIVE DATE OF THIS REVISION: Fall, 2017


CATALOG DESCRIPTION:  Presents an in-depth study of functions, quadratic, polynomial, radical, and rational equations, radicals, complex numbers, absolute value equations and inequalities, rational fractions and exponential and logarithmic functions. MATH 136 and MATH 137 together comprise a standard two-semester college algebra and trigonometry course.

 MAJOR COURSE LEARNING OBJECTIVES:  Upon successful completion of this course, the student will be expected to:

1. Determine, evaluate, and graph functions using techniques of transformations.
2. Simplify and perform operations on complex numbers.
3. Solve radical equations including equations that contain two or more radicals.
4. Solve rational, and absolute value equations and inequalities.
5. Solve quadratic equations and inequalities using multiple techniques, solve equations that are quadratic in form using u-substitution, and determine the vertex to graph a quadratic function.
6. Apply the properties of logarithms to solve exponential and logarithmic equations.
7. Solve polynomial equations and sketch polynomial functions.
8. Sketch exponential and logarithmic functions.
9. Sketch rational functions using intercepts and asymptotes.
10. Determine composite and inverse functions
11. Use function notation, determine domain of functions, find properties of functions     (increasing, decreasing, maximum and minimum) and simplify difference quotients.
12. Solve a variety of application problems in the above areas.
13. Use a scientific and/or graphing calculator proficiently as related to coursework.
14. Use computer technology which may include the Internet, the Web, e-mail or     computer tutorials to enhance the course objectives.

 COURSE CONTENT:  Topical areas of study include:

Functions                                Quadratic, polynomial, rational & radical equations

Graphs of equations & functions          Radicals & rational expressions

Exponential & logarithmic functions       Complex Numbers

Absolute value equations & inequalities

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# College Policies & Support Services (click on this link to review)

Students are strongly encourage to click the link above to review standard College policies and information on academic support services.

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# Course Policies & Procedures

## Instructional Method

This is an online distance learning course. Each week's assignments and readings are summarized on the calendar, accessed from the Calendar button in IvyLearn. It takes a great deal of discipline, self-motivation, and effective time management skills to successfully complete an online course. Many students find it helpful to set aside specific times each week to work on course assignments.

# Grades

All grades will be maintained in IvyLearn's online grade book. Students are responsible for tracking their progress by referring to the online grade book. Students can generally expect to receive grades and feedback within seven days of the assignment due date. If exceptions occur, the instructor may notify students of changes to this expectation.

## Due Dates & Deadlines

The Syllabus and Calendar are two important tools to help students understand the course, student and instructor expectations, and deadlines. Both tools can be found in IvyLearn.  The Calendar can be accessed from the main navigation area on the left-hand side of IvyLearn.

Students are required to submit work on time for a chance to receive credit. Deadlines for each week/assignment are summarized on the calendar. Students should check the calendar frequently for

deadlines and to be aware of what to expect next. Deadlines are listed in Eastern Time and are subject to change. If you are in a time zone other than Eastern time please follow the directions found here to update your time zone: **https://guides.instructure.com/m/4212/l/717410-how-do-i-set-a-time-zone-in-my-user-account-as-a-student** **(https://guides.instructure.com/m/4212/l/717410-how-do-i-set-a-time-zone-in-my-user-account-as-a-student)**

Students are responsible for timely assignment submission. Should a computer system or network go down, students must still turn in work in a timely manner. Don't wait until the last minute. Plan ahead by seeking alternative means for submitting work before it is due. Local libraries and all Ivy Tech Community College campuses can serve as alternative resources. Contact the closest/most convenient campus or other public lab for schedules and Internet availability. Not having access to the required software on a home or work computer is **not** a legitimate excuse for turning in homework late.

[Instructors: Type your weekly deadline below, then delete this line]

**>>This class has weekly submission deadlines on XXXdays at XX:00 PM EST<<**

# Make-Up Policy

***Late assignments will be assigned a grade of "0" unless a student has received prior approval from the instructor.*** If a student has a problem or scheduling conflict that prevents the student from submitting an assignment on time, the student should contact the instructor immediately. The instructor will determine if the seriousness of the problem warrants an extension on the assignment. Unless absolutely unavoidable, students need to contact their instructor ***before*** missing the deadline – not after. Instructors have the right to decline accepting work for any credit after a deadline passes with a few specific exceptions, including but not limited to:

- If there is an outage of the IvyLearn system that is verified by central system administrators, instructors will provide an extension for students to submit work at no penalty.
- If the student has documentation of serious illness or death of a family member, instructors will work with the student to determine an alternate deadline.

# Attendance Policy – Don't Get Dropped from Class!

Ivy Tech performs administrative drops for students who do not "attend" class early in the semester. ***Students need to complete an assignment (***which may include, but are not limited to, such things as attending a live or synchronous session; posting in a graded discussion board, blog or wiki; or submitting a written assignment or taking a quiz) ***prior to NW deadline listed below in order to avoid being dropped for non-attendance.*** Posting any items not related to the graded assignments will be reviewed but may be disqualified for attendance purposes.

Attendance Drop Deadline: Enter Time and Date HERE – Eastern Time.

[Instructors, if the NW date is not known, please contact your campus registrar.]

# Am I Required to Come to Campus for this Course?

Some online courses require students to go to a local Ivy Tech campus for an activity, lab, or proctored assessment. For this course:

Yes, students are required to go to a convenient Ivy Tech campus or other acceptable testing site to take supervised (proctored) exams.  See the syllabus section on 'Assignments & Grading' below for more information.

# What is a "Proctored" Exam?

Proctored exams are supervised exams. Every Ivy Tech campus has a testing center where students can take proctored exams.

It is the student's responsibility to provide their testing center location information to the instructor of the course, to schedule an appointment well in advance, and to follow the procedures of their selected testing center. How to provide this information to the instructor will be explained by the instructor.

If the proctoring center at that campus does not own and cannot provide the software or special tools required by the assessment, the student is responsible for locating a proctoring center with the required software/tools. As well, if a student does not live near or cannot conveniently get to an Ivy Tech campus, they should contact the instructor early in the semester to discuss options.

A link to approved Ivy Tech exam sites may be found here: **https://www.ivytech.edu/testing-services/index.html (https://www.ivytech.edu/testing-services/index.html)**

Ivy Tech has also partnered with ProctorU to give our students an online proctoring option. Using ProctorU does have a cost and the student is responsible for paying the associated fee.  Fee information can be found in the Student Resource Center in IvyLearn.  To use the service, students need to first confirm with their Instructor that they would like to take their exam online using the service. The Instructor will then provide the required exam information to ProctorU. Students will need to create an account and register their computer in advance with ProctorU by going to **https://go.proctoru.com/students/users/new (https://go.proctoru.com/students/users/new)** . Students will then be able to sign up to take the specific exam that was loaded by their Instructor, sign up for a time to take the exam that is convenient for them, and register their computer.  For more details please review the ProctorU information on the Student Resource Center in IvyLearn.

# Last Day to Withdraw

If a student wishes to withdraw from this course, students are responsible for completing an official withdrawal form with the registrar. Your local registrar contact information can be looked up here: **http://www.ivytech.edu/registrar/ (http://www.ivytech.edu/registrar/)** .

The last day to withdraw from this course is [Type Date Here].

[Instructors, if the last day to withdraw date is not known, please contact your campus registrar.]

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# Course Communication

## Online Communication Etiquette

Students are expected to uphold their responsibilities in terms of appropriate and professional communication with faculty and peers. Please review the 'Students Rights and Responsibilities' section of the student handbook (located within MyIvy) and review common netiquette (Internet etiquette) practices, like those found at: **https://ivylearn.ivytech.edu/courses/683084/pages/communicate-effectively? module_item_id=14665382**

## Instructor Commitment

Ivy Tech Community College instructors are committed to responding to students' written inquiries sent via the conversations tool in IvyLearn (instructions below), within 36 hours, including weekends.

## Conversations

All students must use the conversations feature of IvyLearn for course-related communications.  Using conversations, students can send and receive messages from within IvyLearn. Conversations must be initiated from within IvyLearn but can be replied to via email. Please check Conversations frequently.

For information on how to access Conversations (send and receive) **click this link to open the Canvas Guides (https://community.canvaslms.com/docs/DOC-2666) (https://community.canvaslms.com/docs/DOC-2666)** .  The Canvas Guides will provide you with the necessary information to get started with conversations within IvyLearn.

## Notifications

IvyLearn has a robust notification system that students can opt to use to receive course notifications for many course activities and events such as new announcements, due dates, and grade updates.  Students can receive those notifications via many different channels including text messages and are highly encouraged to customize their notifications.  To learn more about notifications and how to setup and customize notifications, please review the guide here: **http://guides.instructure.com/m/4212/l/710344- how-do-i-set-my-canvas-notification-preferences-as-a-student. (http://guides.instructure.com/m/4212/l/710344-how-do-i-set-my-canvas-notification-preferences-as-a-student)**

# Additional Communication Options

Below are several additional optional ways to communicate with your instructor:

GoToMeeting – Description …

Phone – Description …

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# Assignments & Grading

## How is my grade calculated?

| Category | Quantity | Weight |
|---|---|---|
| Discussion Boards | 6 | 5% |
| Homework | 14 | 15% |
| Module Quizzes | 12 | 15% |
| Test Preparation Quizzes | 2 | 5% |
| Exams | 2 | 60% |
| | | **100%** |

The grading system uses weighted averages for each category (not points).

**Grading Scale**

| | |
|---|---|
| 90% - 100% | A |
| 80% - 89% | B |
| 70% - 79% | C |
| 60% - 69% | D |
| Below 60% | F |

## Discussion Boards

There are 6 discussions in IvyLearn for this class, listed on the calendar.  Each student is responsible for responding to the prompt for that discussion and replying to the specified number of other students as stated in the discussions rubric in the Resources area of the course.  No late discussions will be accepted.

### Pre-Tests

Modules start with a pre-test in MyMathLab which is designed to personalize the respective homework. If you don't know the concepts, do not spend much time on this assignment. Pre-tests are not included in your course grade.  Click "Submit" at the end of the pre-test to start to work on your personalized homework.

### Homework

- There are 14 homework assignments, located in MyMathLab. There is no time limit to complete it, but you must submit the homework by the deadline to receive credit.
- Questions be may answered in any order.  Use the navigation bar to jump from question to question.
- Homework exercises given by MML will only contain problems that you need to practice further.
- Assistance is available by clicking "Question Help" in the upper right corner. See the Orientation to MyMathLab video for details.
- If you miss a question, click the "Similar Exercise" button.  You will receive another similar question with different numbers.  You will receive full credit once you answer correctly.
- Work on course material after the assignment's deadline by clicking on the "Study Plan" tab, or using the digital text.
- MML automatically saves and submits your homework when the green check mark or red x displays on the screen.

## Quizzes

There are 12 **Module quizzes** in MyMathLab.  Quizzes may include multiple choice, true/false and short answer questions.  Students have two attempts at each quiz and may review the first attempt before the second.  To study between quiz attempts, go to your 'Study Plan' in MML.

There are 2 **Test Preparation Quizzes** which are a very important part of your learning process. For test preparation quizzes you have 5 attempts.

### Practice Tests

There are 2 practice tests, one for the midterm and one for the final.  These are provided to help you prepare for the exams.  Practice Tests **do not** count toward your course grade.  They will give you a good idea what grade you can expect from the exam.  Take the practice test early, review it and use the results to study, then take it again.  Multiple attempts are allowed.

### Exams

There are two proctored exams in MyMathLab.  Students have one attempt at each exam.  Each exam has 20 questions and a two-hour time allotment.  Students must schedule exams with the selected proctor site

(see "**What is a Proctored Exam?**" above).  There is a formula sheet for each exam that will be provided by the proctor.  Be sure to check your proctor's testing and calculator rules.

# Course Summary:

| Date | Details | |
|------|---------|---|
| Sun Jan 21, 2018 | 📝 **Module 01 Discussion: Introduction** (https://ivylearn.ivytech.edu/courses/660083/assignments/6074041) | due by 11:59pm |
| Sun Jan 28, 2018 | 📝 **Module 02 Discussion: Syllabus & Testing** (https://ivylearn.ivytech.edu/courses/660083/assignments/6074040) | due by 11:59pm |
| Sun Feb 4, 2018 | 📝 **Module 03 Discussion: The Study Plan** (https://ivylearn.ivytech.edu/courses/660083/assignments/6074039) | due by 11:59pm |
| Sun Feb 18, 2018 | 📝 **Module 05 Discussion: Test Preparation** (https://ivylearn.ivytech.edu/courses/660083/assignments/6074038) | due by 11:59pm |
| Sun Mar 25, 2018 | 📝 **Module 09 Discussion: After the Midterm** (https://ivylearn.ivytech.edu/courses/660083/assignments/6074037) | due by 11:59pm |
| Sun Apr 29, 2018 | 📝 **Module 14 Discussion: Success Comments** (https://ivylearn.ivytech.edu/courses/660083/assignments/6074036) | due by 11:59pm |
| | 📝 **Module 01 Orientation to MyMathLab** (https://ivylearn.ivytech.edu/courses/660083/assignments/6741218) | |
| | 📝 **Module 01 Personalized Homework (1.2-1.3)** (https://ivylearn.ivytech.edu/courses/660083/assignments/6741211) | |
| | 📝 **Module 01 Pre-Test (1.2-1.3)** (https://ivylearn.ivytech.edu/courses/660083/assignments/6741208) | |
| | 📝 **Module 01 Quiz (1.2-1.3)** (https://ivylearn.ivytech.edu/courses/660083/assignments/6741230) | |
| | 📝 **Module 02 Personalized Homework (1.4-1.5)** (https://ivylearn.ivytech.edu/courses/660083/assignments/6741186) | |
| | 📝 **Module 02 Pre-Test (1.4-1.5)** (https://ivylearn.ivytech.edu/courses/660083/assignments/6741200) | |
| | 📝 **Module 02 Quiz (1.4-1.5)** (https://ivylearn.ivytech.edu/courses/660083/assignments/6741204) | |
| | 📝 **Module 03 Personalized Homework (1.6-1.7)** (https://ivylearn.ivytech.edu/courses/660083/assignments/6741219) | |

| Date | Details |
|------|---------|

📝 **Module 03 Pre-Test (1.6-1.7)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741187)**

📝 **Module 03 Quiz (1.6 & 1.7)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741232)**

📝 **Module 04 Personalized Homework (3.1-3.2)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741214)**

📝 **Module 04 Pre-Test (3.1-3.2)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741233)**

📝 **Module 04 Quiz (3.1-3.2)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741209)**

📝 **Module 05 Personalized Homework (3.3-3.5)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741217)**

📝 **Module 05 Pre-Test (3.3–3.5)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741197)**

📝 **Module 05 Quiz (3.3-3.5)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741228)**

📝 **Module 06 Personalized Homework (5.1-5.3)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741225)**

📝 **Module 06 Pre-Test Chapter (5.1-5.3)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741222)**

📝 **Module 06 Quiz (5.1-5.3)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741220)**

📝 **Module 07 Homework (review for midterm exam)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741215)**

📝 **Module 07 PRACTICE Test (midterm exam preparation)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741207)**

📝 **Module 07 Quiz (Midterm Test Preparation)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741210)**

📝 **Module 08 MIDTERM Exam**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741223)**

📝 **Module 09 Personalized Homework (4.3 & 4.5)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741221)**

📝 **Module 09 Pre-Test (4.3 & 4.5)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741224)**

📝 **Module 09 Quiz (4.3 & 4.5)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741216)**

📝 **Module 10 Personalized Homework (5.4-5.5)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741213)**

📝 **Module 10 Pre-Test (5.4-5.5)**

| Date | Details |
|------|---------|

(https://ivylearn.ivytech.edu/courses/660083/assignments/6741203)

📝 **Module 10 Quiz (5.4 -5.5)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741198)**

📝 **Module 11 Personalized Homework (6.1 - 6.2)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741190)**

📝 **Module 11 Pre-Test (6.1 - 6.2)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741202)**

📝 **Module 11 Quiz (6.1 -6.2)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741192)**

📝 **Module 12 Personalized Homework (6.3 - 6.4)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741231)**

📝 **Module 12 Pre-Test (6.3 - 6.4)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741196)**

📝 **Module 12 Quiz (6.3 - 6.4)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741189)**

📝 **Module 13 Personalized Homework (6.5 - 6.6)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741191)**

📝 **Module 13 Pre-Test (6.5 - 6.6)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741195)**

📝 **Module 13 Quiz (6.5 - 6.6)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741227)**

📝 **Module 14 Personalized Homework (6.7-6.8)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741212)**

📝 **Module 14 Pre-Test (6.7-6.8)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741194)**

📝 **Module 14 Quiz (6.7 - 6.8)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741226)**

📝 **Module 15 Final Exam PRACTICE Test**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741229)**

📝 **Module 15 Homework (Review for Final Exam)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741188)**

📝 **Module 15 Quiz (Final Exam Preparation)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741205)**

📝 **Module 16 Final Exam**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6741193)**

📝 **Sample Assignment (IvyLearn Course Orientation)**
**(https://ivylearn.ivytech.edu/courses/660083/assignments/6800169)**